

### **SOPs Regarding Participating in Team Viewer Meeting Session 01 of (PSY502)**

Virtual University of Pakistan has taken the initiative to communicate with its students via Team Viewer (Version 9.0) in order to make it more convenient for students to discuss their issues with their concerned instructors on the announced agenda. There are some SOPs which should be followed while taking part in Team Viewer sessions.

- Your questions should be relevant to the specified lectures during Team Viewer session.
- Kindly avoid useless chats during the sessions, ask to the point questions and let the instructor know about any ambiguity.
- Your questions should be clear and concise.
- If the instructor is busy with other students you should either wait or post your question on chat window.
- Students should wait until his/her question is replied. Posting same question again and again will be discouraged.
- Kindly avoid multiple questions at the same time. It would be good practice if student posts one question at a time.
- You will use the **Meeting ID: m98-103-892** in order to join the session at the given meeting time.

Best Regards,  
Instructor PSY502